

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

PTS Items for the DDA Weekly Log - 13-14 August 1988

FROM:

C/PPB

EXTENSION

NO.

DATE

24 August 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PPS

2. DD/OS/PTS

3. C/EAG

4. C/TSG

5. C/ISG

6. C/PASG

7. C/PTS Support

8. C/PTS Contracts

9. C/Policy & Plans

10. PTS/CMO

11.

12.

13.

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15.

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~~SECRET~~

INFORMATION SECURITY GROUP

WEEKLY REPORT

August 17 - August 23, 1988

SUPPORT TO HEADQUARTERS COMPONENTS

25X1

[Redacted]

Representatives of CSD/Headquarters Branch and Technology and Systems Division/Systems Assessment Branch (T&SD/SAB) continue ongoing support to OD&E on their new Document Distribution Network (DDN). DDN is an automated registry system which will replace the current manual registry system and will service OD&E and its contractor facilities. [Redacted]

25X1

(2)

HQ

25X1

[Redacted]

On 17 August, C/ISG held a quarterly update visit with IMS/FSG representatives. Issues of mutual interest were discussed including file encryption and security countermeasures.

25X1

[Redacted]

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Information Security Group Weekly Report
17 - 23 August 1988 (Continued)

25X1



COMPUTER SECURITY AWARENESS

During this reporting period, representatives of ISG presented five computer security awareness briefings to 111 students of Fundamentals of VM, Fundamentals of PC/VM, and EOD.

25X1



On 15 August, ISG/ISTAC held an Agency wide Roundtable on computer viruses. This was the first of several meetings to determine how the Agency should respond to the virus problem. The direction of future monthly meetings will be on virus prevention, detection and disaster planning.

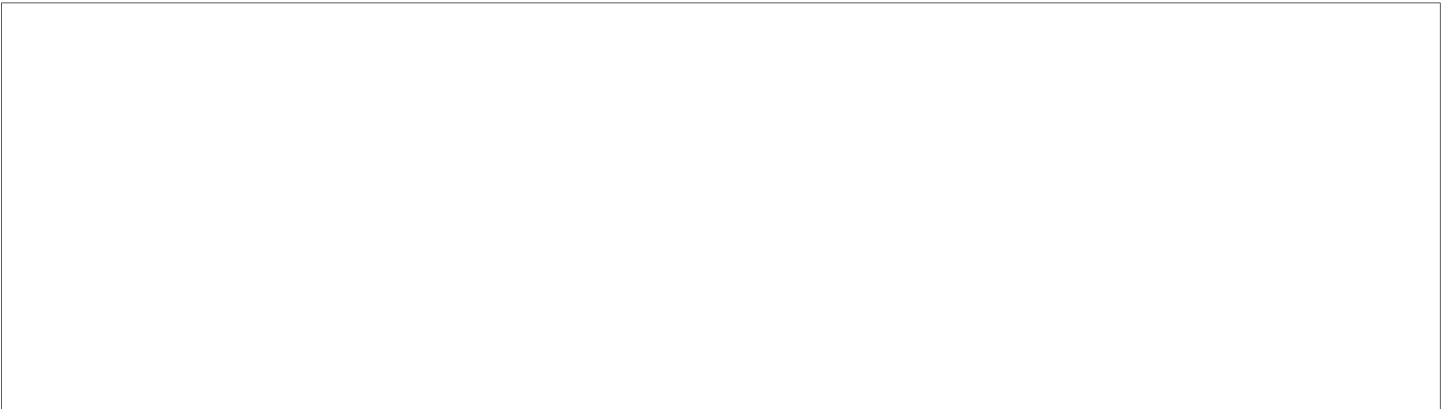
25X1

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HQ



COMMUNITY LIAISON ACTIVITIES

25X1



MISCELLANEOUS

CSD/Headquarters Branch processed a total of 44 ADP equipment requisition approvals.

25X1

Information Security Group Weekly Report
17 - 23 August 1988 (Continued)

25X1 One member of the Information Security Technology Assessment Center (ISTAC) attended a two day course on OS/2, the newly released operating system developed by IBM and Microsoft. Several copies of this operating system are already being used in the Agency.

25X1 Work continues on the development of a Strategic Plan for Information Security. Managers in ORD, NPIC and OIT were interviewed and a working group meeting with contractor support was held to discuss the progress of the draft Plan.

Distribution:

25X1 Original - DD/PTS
1 - Board
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C O N F I D E N T I A L

MEMORANDUM FOR: Acting Chief, Physical and Area Security
Group

25X1 FROM:

[REDACTED]
Acting Chief, Physical Security Division

25X1 SUBJECT:

PSD Input to PSD/PASG Weekly Report
17 - 24 August [REDACTED]

1. The following represents requested issues which are to be addressed in PASG weekly report covering 17 -24 August 1988:

° Significant Accomplishments:

25X1 ° During this reporting period a DSB officer continued to sit in for the FBIS Security Officer. This requirement will end on COB 2 September. [REDACTED]

25X1 ° On 22 August, a DSB officer and the PASG "Career Trainee" began a two week TDY in the Southern part of the United States during which time eight Agency facilities will be surveyed. [REDACTED]
25X1

25X1 ° On 18 August, AC/DSB attended the regularly scheduled meeting of the Concepts Working Group (CABAL). [REDACTED]
25X1

C O F I D E N T I A L

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HQ
° The Chief /PASG
° OS/CSMB attended two sessions of the DDA Task Force on Construction Security. At this point, the task is focussing on clarification of current responsibilities and recommendations to improve/clarify the current system. The task force is chaired by SA/DDA/FBO and composed of representatives from CSMB and OC. Preliminary discussions, to be incorporated into the DDA report resulted in agreement that OS/CSMB is the approval/disapproval authority on Construction Security [redacted]

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° CSMB representatives conducted a total of 13 VTR surveys and survey reports of office spaces in the NHB. [redacted]

25X1
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° The contract bid for the "E" Street complex is in process with a walk-through tour for prospective bidders scheduled for 19 August 1988. Actual renovations will begin in three or four weeks. CSMB is monitoring progress on this project. [redacted]

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24 August 1988

MEMORANDUM FOR: Chief, Physical and Area Security Group

25X1 FROM:

[redacted]
Chief, Headquarters Security Division

SUBJECT: Headquarters Security Division Weekly Report
(17 - 23 August 1988)

During this reporting period the following significant events are reported for your information and edification:

I. Significant Accomplishments/Activities:

- 25X1 8/5 ° SPOs serving overseas in TDY status supporting special projects increased to [redacted]
- 25X1 ° The Badge Office badged [redacted] staff and contract employees on Wednesday, 17 August 1988. Processing of this group went smoothly and quickly. [redacted]
- 25X1 ° On 15 August, SDO personnel provided support and guidance for a medevac from Langley Fork Park. An Agency employee had suffered a broken leg while playing softball. Fairfax County Fire and Rescue met the SDO's at the scene and placed the employee's leg in a temporary cast and transported him to Fairfax County Hospital. [redacted]
- 25X1 ° PASS at both the Main Entrance at the New Headquarters Building and the P&PD loading dock entrance has been successfully tested. Both entrances should go fully operational within one week. [redacted]
- 25X1 ° An HSD representative attended a Price-Waterhouse presentation to Security. The presentation outlined Price-Waterhouse's findings on the Special Escort and Special Field payrolls, both of which OS/B&F are doing manually. [redacted]
- 25X1 [redacted]

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- 25X1 ° SPS [] is attending the FLETC Firearms
25X1 Instructor training course, 15-26 August at Glenco,
25X1 Georgia . []
- 25X1 ° SPS [] attended the FLETC
25X1 Anti-terrorism Contingency Planning Training Program,
25X1 16-18 August, at Glenco, Georgia. []
- 25X1 ° SPS [] attended an NCOA job fair
25X1 held in Norfolk, Virginia. Of the 39 candidates
25X1 attending the presentation, 19 were interviewed, 16 were
25X1 viable candidates. []
- []

- 25X1 ° Escort Section began using a PC-based automatic system
25X1 that will replace the manual system used to prepare
25X1 Performance Certifications for the Tech Monitors and
25X1 Special Escorts. []-NB Monitor created
25X1 the software for the system. []

II. Critical Issues:

- 25X1 ° Chief, Badge Office is in the process of reviewing the
25X1 office's personnel requirements and assets in
25X1 anticipation of the upcoming departure of the summer and
25X1 intermittent employees. Coordination is in process with
25X1 the Escort Section in order to assign escorts to the
25X1 Badge Office. []
- []

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III. Planned Activities:

- ° SDO personnel will continue the four week in-service training of the new SDOs.

- ° SPS is planning for the establishment of authority and jurisdiction at the various Agency facilities.

- ° Develop a badge for escorts working on special assignments such as retirement parties or "backfill" where zone coverage is conducted in the hallways. This badge would make it easier to identify escorts to the Agency populace.

- ° On 23 August, HSD personnel will provide support and guidance for the Federal Women's Symposium. Approximately 1200 Agency personnel are expected to participate.

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